

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 19th January 2017 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Amanda Flather, James Oxford, Matt Peck, Andrew Wade and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor) and Dave Crimmin (Clerk).

17/001 Apologies for Absence

Cllr Patrick (commitment) sent his apologies as did John Ward (Babergh District Councillor).

17/002 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

17/003 Minutes of Meeting held on 15th December 2016

After the date of the meeting was changed, the minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

17/004 Reports from County and District Councillors and Suffolk Constabulary

Councillors reviewed Gordon Jones previously circulated report and he updated councillors on the precepts being proposed by SCC. Cllr Flather raised her concerns on the funding shortage affecting adult social care. Councillors reviewed John Ward's previously circulated report.

17/005 Reports and Question from Councillors and Chairman's Report

No issues were raised. The Chairman thanked everyone for their support in making the Christmas Carols so successful and for John Flather and Alastair MacWillson making a very enjoyable mulled wine. The Chairman also thanked Ray Seager for his help in clearing a fallen tree near the play equipment area in Rockalls Road.

17/006 Reports and Questions from Parishioners

No issues were raised.

17/007 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk. The Clerk updated councillors that the defibrillator and cabinet were due to be delivered to him next week.

17/008 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting it was agreed that PPC would start planning an event to mark the centenary of the ending of WWI at the July meeting.

17/009 Planning

- a. The councillors reviewed **Planning Application B/16/01613 Land to the east of, White Street Green** - Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage building and resolved to object to the application on the following grounds:
 - i. lack of information relating to the proposed development and no analysis submitted relating to the viability of the development
 - ii. the height and location of the barn in the field being out of keeping within the setting
 - iii. materials being proposed for both the barn and the road not being sympathetic to the setting and adjoining properties
 - iv. narrowness of the road linking the field to Calais Street and Polstead Green not in keeping with the proposed road in the field
 - v. lack of information on the proposed number of vehicle movements expected to and from the field on an annual basis
 - vi. lack of screening for the barn.

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Should the LPA be minded to allow the barn to be built, the councillors asked for a condition to any permission that the barn be demolished once the use, i.e. storage ancillary to the working of the agricultural holding as defined in the application, ceases.

- b. The councillors reviewed **B/16/01665 Rose Cottage, Polstead Hill** - Erection of rear porch and resolved to support the application.
- c. The councillors noted **Planning Application B/16/01710 Bridge Cottage, Mill Street** - Fell to ground level 1 no. Conifer 1 no. Stone Pine and 1 no. Norway Spruce trees.
- d. A further planning application had been received since the agenda was posted. The councillors reviewed **Planning Application B/17/00032 Lower Justice Wood Cottage, Justice Wood** - Erection of rear porch extension and resolved to support the application.
- e. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/01286	Avonlea, White Street Green	Erection of two-bay cartlodge, storage building and gazebo; Construction of outdoor swimming pool.	16/169a	Supported	Approved 22/11/2016
B/16/01436	White Street Farm Barn, White Street Green	Erection of two bay cart lodge.	16/193a	Supported	Withdrawn
B/16/01398	Spring Cottage, Spring Lane	Erection of single storey and first floor rear extensions.	16/193b	Supported	Approved 06/12/2016
B/16/01542	Land north of Wood View, Stackwood Road	Erection of detached dwelling with double cartlodge and construction of new vehicular access.	16/207a	Objected	REFUSED 12/01/2017
B/16/01613	Land to the east of, White Street Green	Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 ? Erection of agricultural storage building.	16/207b	Objected	Planning Application process to be followed

17/010 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. The councillors reviewed the agreed Expenditure budget and proposed reserves (Appendix D) and resolved to set a Precept of £18,286 which will mean a 0% increase in the Band D Council Tax for 2017 / 2018.
- c. The councillors resolved to allocate the 2017 grass cutting contract to JD Palmer.

17/011 Highways and Footpaths

Roger Graham is to undertake the role of Footpath Warden with John Flather and take responsibility for the footpaths around the village part of Polstead. Cllr Oxford will talk to the landowner regarding the status of the footpath to Dollops Wood. Cllr MacWillson will contact landowner regarding the condition of the footpath between Flaggy Pond and Red Farm. The increase in the number of vehicles passing the Caravan Park was discussed.

17/012 Assets, allotments, playground and playing field

It was agreed to advertise the available plots on the allotments. The councillors agreed to David Chatters request for an enlarged chicken run on his allotment plot. The councillors resolved to allocate the tree maintenance at the bottom of the allotments to Drew Coulson at a cost of £500.

17/013 Suffolk Minerals & Waste Local Plan Issues & Options

The councillors reviewed the consultation papers issued by SCC and resolved that they had no comments at this time.

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17/014 Street Names

The councillors reviewed Babergh's request for new street names for the parish and agreed to provide names as and when the need arose.

17/015 Risk Assessment

The councillors reviewed PPC's Risk Register (Appendix E) as at January 2017 and were satisfied that all issues were covered.

17/016 Effectiveness of PPC's Internal Audit and Internal Control process

The councillors reviewed the current system of PPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

17/017 Footpath Event 2017

The councillors agreed to merge this event with the Litter Pick.

17/018 Litter Pick

The councillors agreed to hold the Litter Pick, which would include footpaths as well as the roads in the parish, on Saturday 1st April 2017.

17/019 Future Agenda Items

- Litter Pick.

17/020 Next meeting

The next scheduled meeting will be held on Thursday 16th February 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 9.28pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
16/172	Allotments billing for water / rent complete. Notice issued.	✓
16/183	New councillor process completed for Andrew Wade.	✓
16/187	Minutes updated on website.	✓
16/193	Planning responses sent to Babergh.	✓
16/194 a	Payments made to suppliers.	✓
16/197	BT Phone Boxes response sent to BDC.	✓
16/197	Registered request to adopt 2 phone boxes with BT - awaiting response.	
16/198	Leaflets produced for Christmas Carols.	✓
16/205	Minutes updated on website.	✓
16/207	Planning responses sent to Babergh.	✓
	Clerk Hours	
	As at 25th December 2016 - Hours Worked 263.25 / Hours Paid 292.50	

Appendix B Correspondence reviewed by councillors

No correspondence received.

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/12/16	Bank Interest 5 Sep to 4 Dec	BS 61		0.41	0.00
19/01/17	B Patrick - Footpaths	840	LA 2011 ss 1 to 8	0.00	137.50
19/01/17	JD Palmer - Grass Cutting 2016	841	LA 2011 ss 1 to 8	0.00	1,830.00
19/01/17	Polstead Village Hall - Hire 2016	842	LA 2011 ss 1 to 8	0.00	31.00
19/01/17	Polstead Village Hall - Hire 2017	842	LA 2011 ss 1 to 8	0.00	156.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/11/16	£30,444.44	£27,221.60	£3,222.84	£0.00	£0.00
Premier Account	30/12/16	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	13/01/17	£0.00	£0.00			£0.00
		£33,762.84	£30,540.00	£3,222.84	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£31,574.91			
<u>Income</u>			<u>Expenditure</u>		
Precept	£18,210.00	£18,210.00	Clerks Salary	£4,452.00	£3,031.17
Bank Interest	£300.00	£1.23	Admin	£1,850.00	£1,155.48
Recycling	£0.00	£0.00	Insurance	£430.00	£49.61
Grants	£195.00	£6,887.08	Audit Inspections	£220.00	£208.00
Allotment Rent	£120.00	£100.00	Donations	£1,000.00	£100.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£875.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,531.25
Compensation	£0.00	£0.00	Grass Cutting	£2,300.00	£1,525.00
Other	£0.00	£183.58	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance	£1,140.00	£764.50
VAT Repayment	£0.00	£5,314.78	Village Hall	£935.00	£506.73
			Projects	£15,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£4,615.27
Total	£18,847.00	£33,279.22	Total	£15,000.00	£16,862.00
			Assets Carried Forward		£30,540.00
Total		£64,854.13	Total		£64,854.13

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Appendix D Precept 2017 / 18

At the November meeting you agreed a total expenditure budget of **£17,589.64** for 2017 / 2018 as follows:

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	2.00	1.68	300.00	1.23	2.00	2.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	266.14	195.00	6,887.08	7,000.00	195.00
Allotment Rent	200.00	130.00	120.00	100.00	100.00	120.00
Wayleave	20.30	21.01	22.00	20.75	20.75	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	1,077.09	0.00	183.58	183.58	0.00
CIL	0.00	0.00	0.00	2,561.80	2,561.80	0.00
VAT Repayment	0.00	341.67	0.00	5,314.78	5,314.78	0.00
Total Income	417.30	1,837.59	637.00	15,069.22	15,182.91	339.00
Precept		17,891.10			18,210.00	
Expenditure						
Clerks Salary	4,315.00	4,001.80	4,452.00	3,031.17	4,430.18	4,474.64
Admin	1,860.00	1,419.40	1,850.00	1,155.48	1,850.00	2,000.00
Insurance	475.00	397.60	430.00	49.61	480.00	490.00
Audit Inspections	190.00	208.00	220.00	208.00	208.00	220.00
Donations	1,935.00	1,935.00	1,000.00	100.00	1,000.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Dog & Litter Bins	875.00	608.59	875.00	0.00	980.00	1,080.00
Footpaths	1,400.00	1,378.75	1,400.00	1,531.25	1,600.00	1,500.00
Grass Cutting	2,250.00	2,169.30	2,300.00	1,525.00	2,300.00	2,400.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,140.00	135.00	1,140.00	764.50	1,140.00	1,200.00
Projects	1,500.00	4,271.58	1,500.00	20,827.12	23,200.00	1,500.00
Village Hall	0.00	0.00	935.00	506.73	935.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
VAT Paid	0.00	1,036.83	0.00	4,615.27	600.00	0.00
Total Expenditure	16,700.00	17,561.85	16,862.00	34,314.13	39,483.18	17,589.64

Reserves held by PPC

It is proposed to maintain an adequate reserve for Asset Replacements and Election Costs whilst re-establishing a reserve for play equipment replacement.

	2015 / 16		2016 / 17		2017 / 18	
	Start of	End of	Start of	End of year	Start of	End of year
Asset Replacement	6,500.00	5,000.00	5,000.00	7,000.00	7,000.00	9,000.00
Ponds Maintenance	2,000.00	0.00	0.00	0.00	0.00	0.00
Play Equipment Replacement	6,000.00	15,000.00	15,000.00	2,000.00	2,000.00	4,000.00
Election Costs	1,500.00	1,500.00	1,500.00	1,750.00	1,750.00	2,000.00
Total Earmarked Reserves	16,000.00	21,500.00	21,500.00	10,750.00	10,750.00	15,000.00
General Reserves	13,408.07	10,074.91	10,074.91	14,734.64	14,734.64	?

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Precept for 2017 / 2018

Babergh has written to PPC regarding the Tax Base which will increase from **379.77** in 2016 / 17 to **381.37** in 2017 / 18.

Using the projections for income, expenditure and earmarked reserves, PPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show:

Example 1 Increase the Precept to £18,286 but keep the Band D Council Tax the same as 2016 / 17

Example 2 Increase the Precept to £18,500

Example 3 Increase the Precept to £19,000

	2015 / 16	2016 / 17	2017 / 18 Example 1	2017 / 18 Example 2	2017 / 18 Example 3
START OF YEAR					
Earmarked Reserves	16,000.00	21,500.00	10,750.00	10,750.00	10,750.00
General Reserves	13,408.07	10,074.91	14,734.64	14,734.64	14,734.64
Total Reserves	29,408.07	31,574.91	25,484.64	25,484.64	25,484.64
Income ex Precept	1,837.59	15,182.91	339.00	339.00	339.00
Precept	17,891.10	18,210.00	18,286.00	18,500.00	19,000.00
Total Income	19,728.69	33,392.91	18,625.00	18,839.00	19,339.00
Expenditure	17,561.85	39,483.18	17,589.64	17,589.64	17,589.64
END OF YEAR					
Earmarked Reserves	21,500.00	10,750.00	15,000.00	15,000.00	15,000.00
General Reserves	10,074.91	14,734.64	11,520.00	11,734.00	12,234.00
Total Reserves	31,574.91	25,484.64	26,520.00	26,734.00	27,234.00
Tax Base	373.12	379.77	381.37	381.37	381.37
Band D Council Tax	47.95	47.95	47.95	48.51	49.82

The Council Tax that a Band D household in Polstead pays is the Precept demanded by PPC divided by the Tax Base for that year.

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Appendix E Risk Register

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2017				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	High	Medium	Yes	Public Liability insurance Weekly inspection of play equipment Annual inspection of play equipment by external organisation Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite

End of Appendices

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